



**DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR FORCE PERSONNEL CENTER
JOINT BASE SAN ANTONIO-RANDOLPH, TEXAS**

Teslin Identification (ID) Card mail-In Procedures for the military personnel section

This article provides information relating to mail-in procedures for non-Common Access Card Identification cards.

Issuing Procedures for Applicants Who Cannot Appear in Person - Machine-readable ID Card.

Note: ID card issuance in person is the preferred method as it allows for an immediate product of the card and face-to-face identity verification. The mail-in process is not an expeditious process. These procedures do not apply to the CAC. Individuals, who cannot physically appear in person to the place of an ID card issuing site, include the following who:

- Live far from a military facility
- Are physically handicapped
- Have no means of transportation
- Are hospitalized or ill

1. To acquire an ID card by mail, the sponsor or family member may submit his/her request in writing to an ID card issuing facility. The request needs to include the sponsor and or family member social security numbers, and provide a return mailing address and telephone phone number.

2. The ID card verifying official will verify the existence of sponsor and family member DEERS records, and will create an ID application for requestor. The VO will mail the ID application to the requestor for review and sponsor's signature. The sponsor must sign the ID card application. If the sponsor is unable to sign in the presence of a notary, a power of attorney may accompany the application request. The VO will verify the sponsor's notarized signature or POA. **Note:** Instances of sponsor and or family member medical impairment, a statement from an attending physician is acceptable.

3. Upon returning the application to the issuing facility, the sponsor and or family member will need to send a copy of two forms of identity; one must be a government issued photo ID. Further questions concerning acceptable forms of identity may be addressed to the issuing facility or see [Form I-9, Employment Eligibility Verification](#). The application request must also include a current 8"x10" or 5"x 7" portrait-type photograph (head to shoulders), stating the applicant's physical characteristics (height, weight, hair, and eye color). On the reverse side of the photograph, a notarized signature needs to be listed or listed separately on a notarized letter confirming the applicant's identity.

4. Upon receipt of the application, the issuing facility will create the ID card and send this to the applicant for his/her signature. The requestor must mail back the ID card to the issuing facility for final lamination; afterwards it will be sent back to the applicant for his/her use.

Mail-In Addresses for Sponsors and Dependents Residing CONUS:

Stateside residence requests are processed to the nearest ID card issuing facility. Applicants should contact the issuing facility by letter or telephone, or web Real-Time Automated Personnel Identification System (RAPIDS) Site Locator at <http://www2.dmdc.osd.mil/rsl/appj/site?execution=e1s1>

Mail-In Addresses for Sponsors and Dependents Residing Outside Continental United States (OCONUS):

See below for mail-in requests for sponsors and dependents residing in Europe, Far East, and the Philippines.

OCONUS Uniformed Services Addresses for Mail-in Requests Uniformed Service:

Mail-in address

Army

Nearest Army ID card issuing facility or visit <http://www2.dmdc.osd.mil/rsl/appj/site?execution=e1s1>.

Coast Guard

Commanding Officer (RAS)
Personnel Service Center (PSC)
444 SE Quincy Street
Topeka, Kansas 66683-3591

Navy (sponsors and dependents residing in the Philippines, South America and Canada)

Forward photograph to the following address:
Naval Reserve Personnel Center (NRPC)
5722 Integrity Drive, Building 239
Millington TN 38054

Marine Corps

Forward photograph as paragraph 11.8 prescribes to

For Retirees and eligible dependents:

Headquarters, U.S. Marine Corps (MMSR-6)
3280 Russell Road
Quantico, VA 22134-5103

For all others use:

Headquarters U.S. Marine Corps
Manpower & Reserve Affairs (MRP-1)
3280 Russell Road
Quantico, VA 22134-5103

Air Force (sponsors and dependents residing in Europe or the Far East)

Central Europe:

86 MSS/DPMPS
Unit 3220, Box 405
APO AE 09094

86 MSS/DPMPS
Geb 2106
Flugplatz, 66877 Ramstein-Miesenbach, Germany

Mediterranean Area:

31 MSS/DPMP
Unit 6125, Box 85
APO AE 09601-2585

31 MSS/DPMP
Bldg 1403 Area F (Aereoporto)
Via Pordonone, 33081 Aviano Italy

United Kingdom:

48 MSS/DPMP
Unit 5200, Box 125
APO AE 09464-0125

48 MSS/DPMP
RAF Lakenheath
Brandon Suffolk IP 279PN

Far East:

18 MSS/DPMPS
PSC 80, Box 13535
APO AP 96367

36 MSS/DPMPS
Unit 14001, Box 11
APO AP 96543-4001

AF Service Center

800-525-0102 or DSN 665-5000 or visit <http://www2.dmdc.osd.mil/rsl/appj/site?execution=e1s1>.

Note: Residents of South America and Canada should go to the RAPIDS locator web site at: <http://www2.dmdc.osd.mil/rsl/appj/site?execution=e1s1> to find the closest location of uniformed service, and contact the RAPIDS site for local mail-in procedures.

ID card (Teslin) Mail-in Procedures for Military Beneficiary

Issuing Procedures for Applicants Who Cannot Appear in Person - Machine-readable ID Card. The procedures below apply to the uniformed Services issuing facilities. Reference AFI 36-3026V1_IP, 17 Jun 09, paragraph 11.12. **Note:** These procedures do not apply to the Common Access Card. Individuals, who cannot physically appear in person to the place of an ID card issuing site, include the following who:

- Live far from a military facility
- Are physically handicapped
- Have no means of transportation
- Are hospitalized or sick

Issuing Facility Customer Service Personnel:

Follow the steps below for those individuals who cannot appear in person to obtain an automated ID card:

- Applicant provides an 8"x10" or 5"x7" portrait type photograph, including information of physical characteristics (i.e., eyes and hair color, weight, and height). A notary must verify the applicant's signature on a written statement concerning his or her identity. Instances of medical impairment, a statement from an attending physician is acceptable
- Use the RAPIDS camera to capture proper size photograph upon receipt
- Complete all entries on the ID card, except applicant's signature
- Send ID card to applicant by certified mail for signature
- Applicant signs the proper block on the ID card and return to the issuing office. **Note:** Enter "INCAP" when the individual cannot sign because of a mental or physical incapacity
- Applicant must return the card to the issuing activity. The issuing activity will laminate the card and return to the applicant by certified mail
- Establish local procedures to ensure applicant has received the ID card

Fingerprints for Mail-in Processing

All uniformed services have the requirement to gather fingerprints from personnel in a pay or annuity status (see AFI 36-3026V1_IP, paragraph 1.27).

AUTHORITATIVE/RELATED RESOURCES

[AFI 36-3026V1_IP, Identification Cards for Members of the Uniformed Services, their Eligible Family Members, and other Eligible Personnel](#)